

CITY OF TEMPE

Part-Time Employment Opportunity



Community Services Department • Arts and Culture Division • 3340 S. Rural Road • 480-350-5224 • www.tempe.gov/Vihel

Youth Arts Program Assistant (Arts and Culture Division – Edna Vihel Center)

Closing Date: Open Until Filled

Hourly Wage: \$14.00-\$16.00 per hour

Work Schedule: 10 hours a week; Thursdays from 9:30am-2:30pm & Fridays 8am-1pm

This is a non-benefitted position.

This position is responsible for the early childhood arts programs (1-6 year olds) at the Edna Vihel Center. Programs include Free Art Fridays, Tea Time Thursdays and Holiday Workshops

Education and/or Experience:

Requires related experience and completed course work in early childhood education, arts education, visual arts, performing arts, museum studies and/or arts administration. Bachelor's Degree preferred, but not required.

Essential Job Functions:

- Research, plan, and implement all aspects of the early childhood arts programs. Free Arts Friday program occurs throughout the year; Tea Time Thursday program occurs in the summer and Holiday Workshops occurs in the fall.
- Plan curriculum, themes, projects and prep all projects
- Purchase supplies, maintain records of budgets and expenses
- Oversee and coordinate logistics of the program
- Manage and train volunteers for day and project prep
- Good written and verbal communication skills. Respond to inquiries from public, city staff, artists, instructors and partners via telephone, e-mail, written correspondence.
- Ability to work on multiple concurrent projects and demonstrate effective time management and organization skills. Initiative and self-starter skills are essential.

Applicant Requirement: Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

Email Resume and Application to: Lona_Gearhart@tempe.gov

An equal opportunity/reasonable accommodation employer